

SUBJECT: Completion and Disposition of Faculty and Staff Annual Reviews

DATE: July 2018

PURPOSE: The purpose of this Operating Policy/Procedure is to describe process of faculty annual review including the processing of such reviews through the TTU Human Resources System. Related OPs or other documents: OPs: [32.32](#), [70.12](#).

REVIEW: This OP will be reviewed when changes are necessitated by new university policies.

POLICY

All faculty members of all titles (both full and part-time) are expected to complete a report of their professional activities each calendar year, January through December ([OP 32.32](#)). Department chairs (or other supervisory administrator as appropriate) will complete a review of the report. The report along with the administrators review will be submitted to the Dean.

All staff members (both full and part-time) are expected to complete an annual evaluation process each year, March through February ([OP 70.12](#)). The staff member's supervisor will complete the evaluation.

PROCEDURE

Faculty

1. Faculty activities and accomplishments are entered into the Digital Measures system, which allows for the printing of the completed report in the format used by the College. Reports are due to the department chairperson at a time designated by the department policy.
2. The administrator responsible for evaluating the faculty member (usually the department chairperson) shall provide written evaluation of the faculty member's performance for the preceding year utilizing the form provided by the College.
3. A peer committee, selected according to department policy (some departments do not have such a committee), will also evaluate the reports and provide input to the chair. But in all cases, their input is advisory as it is the department chair's responsibility to write the faculty review.
4. Before finalizing the evaluation, the chairperson will review the report for accuracy and completeness (not judging content but accuracy of presentation).
5. Faculty members will be provided their review by the chairperson. Pre-tenure and pre-continuing appointment faculty will be required to meet with the chairperson to discuss the review and confirm plans for future activities. Post-tenure and post-continuing appointment faculty members, other instructors, and part-time faculty (less

than 50%) may meet with the chairperson if they wish or if the chairperson requests it, but in most cases it is an optional meeting.

6. The faculty member and chairperson will sign the review (signatures required).
7. If desired, a faculty member can provide a rebuttal to the evaluation, which will be included in the final annual report packet.
8. Department chairpersons will be reviewed by the Associate Dean for both their faculty and administrative roles.
9. Each department will prepare an evaluation packet for each faculty member to be submitted to the dean's office. The packet includes (in this order): signed annual review, annual faculty report, grant report summary from ORS website, aggregate student comments for each course. The packet should not contain staples or internal paper clips and be printed on one side only.
10. The Dean will read and sign the tenure/tenure track faculty reviews, providing commentary and suggestions as appropriate. The Associate Dean may read and sign the reviews for non-tenure-track faculty if the Dean requests. A copy of the final signed review will be provided to the department for their records.
11. The completed and signed evaluation packet will be scanned and stored in the faculty member's electronic file. In addition, the hard copy will be retained in the dean's office for three years. The hard copy of part-time faculty members will be returned to the department.
12. A copy of the signed faculty review (not the entire packet) will be provided to Human Resources. Note: A signed review must be on file with Human Resources in order for a faculty member to be considered for merit for that year.
13. Annual review packets will be needed over time for several purposes: inclusion in tenure dossiers, continuing appointment dossiers, post-tenure dossiers, and the assignment of merit.
14. Faculty merit is based on annual reviews for the most recent three years. If one or more reviews are missing, assigned merit will be discounted proportionally.

Staff

1. Staff performance is reported and evaluated using the Electronic Performance Management System.
2. A position description (PD) for each staff member is recorded in this system and is reviewed/edited annually prior to evaluation. The staff member reads and signs off on this position description each year.
3. The staff member's supervisor completes an evaluation using a 1-7 (seven is best) scale for each item on the PD. Comments justifying the rating are expected.
4. Completion of the Development and Goals section by the evaluator is required.
5. Staff members may be asked to complete a self-assessment. This self-assessment, along with the supervisor's evaluation and comments, will be discussed in the required in-person meeting between the supervisor and the staff member.
6. The staff member, the evaluator, and the next level administrator all sign the evaluation, which is submitted electronically.
7. An overall score of four (4) is required for the staff member to be eligible for merit.

8. Electronic copies of the position descriptions and the evaluations are maintained in the Electronic Performance Management System.

Final Staff Actions for Annual Faculty Reviews

- Scan signed review packet into individual faculty files
- Make one copy of the signed review and deliver to the department
- Make one copy of each signed review; collect all reviews organized by department and attach the Evaluation Cover Sheet
- Deliver evaluation packet to HR
- HR will initial and date the cover sheet and return to the college; the completed cover sheet should be retained by the College Business Manager
- Originals of the annual review packet are retained in the AFR folder in the hard copy faculty files.
- Shred any faculty evaluation packets older than three years.

Documents Included

[OP 32.32 Performance Evaluation of Faculty](#)

[OP 70.12 Performance Management](#)